



# MASTER DIRECTIVES

## UNITED STATES MARINE CORPS

MARINE AIRCRAFT GROUP 12

PSC 561 BOX 1861

FPO AP 96310-1861

GruO 2000.2P

Sl

DEC 02 1999

### GROUP ORDER 2000.2P

From: Commanding Officer  
To: Distribution List

Subj: FROST CALL PROCEDURES

Encl: (1) Frost Call Message Sheet  
(2) Frost Call Dissemination Chart

1. Purpose. To promulgate procedures for using frost calls within MAG-12.

2. Cancellation. GruO 2000.2N

3. Information. The frost call system is used to rapidly disseminate unclassified information that must be acted on within 48 hours. Frost calls may be drafted by any staff officer but shall only be released by the S-1 Officer, Group Adjutant, or Group Duty Officer after normal working hours.

4. Action. Enclosure (1) provides a standard format for originating and disseminating frost calls and enclosure (2) provides a generic dissemination flow chart.

a. Originator. Draft the message to be relayed on a frost call message sheet (enclosure (1)) and deliver the message to an authorized officer for release.

b. Releasing Officer

(1) Review the message for clarity and necessity. Expediently disseminate all frost calls as depicted in enclosure (2). Preface the message by the phrase "This is a frost call."

(2) Record the grade and name of each person notified. Whenever possible, frost calls shall be passed to a staff NCO or Officer.

c. Recipient. Repeat the message to the sender to ensure it was accurately received and relay the message further, as required (see enclosure (2)).

d. Commanding Officers. Determine the necessity of disseminating frost calls internally and to elements of your units not physically aboard Marine Corps Air Station, Iwakuni.

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e. Department Heads. Take appropriate action on all frost calls and further disseminate them to subordinate sections per enclosure (2).

*J. F. Flock*  
J. F. FLOCK

DISTRIBUTION: A

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FROST CALL MESSAGE SHEET

(Date) \_\_\_\_\_

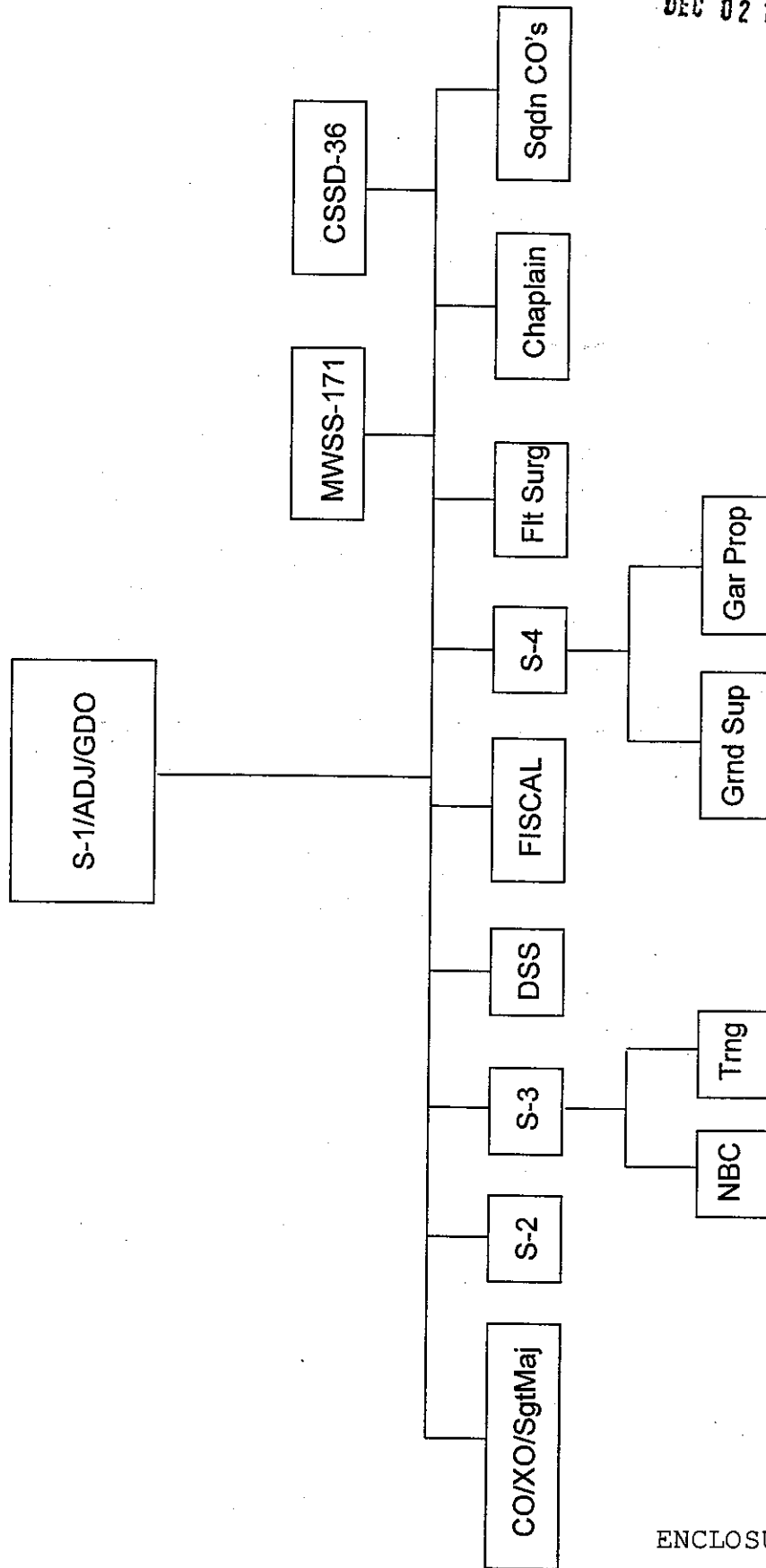
PHONE EXT.	TO	TIME/DATE NOTIFIED	GRADE/NAME OF PERSON NOTIFIED	GRADE/NAME OF PERSON MAKING CALL
253-4565	CO, MAG-12			
253-4061	XO, MAG-12			
253-4392	ADJ, MAG-12			
253-4593	SGTMAJ, MAG-12			
253-5665	MAG S-1			
253-3411	MAG S-2			
253-5348	MAG-S-3			
253-3079	MAG S-4			
253-6096	SUPPLY			
253-3294	SAFETY			
253-6033	FISCAL			
253-6367	FLT SURGEON			
253-5212	CHAPLAIN			
253-3970	CO, PSD-12			
253-4389	CO, MALS-12			
253-3346	CO, VMFA-212			
253-4050	CO, VMFA(PAC)			
253-5207	CO, VMFA(LANT)			
253-6049	CO, VMA			
253-4057	CO, VMAQ			
253-4650	CO, VAQ			
253-4988	1ST MAW DET "B"			
253-5525	*CO, MWSS-171			
253-3965	*CO, CSSD-36			
253-3560	*SJA			
253-3933	*PMO			

\*Staff meeting only; unless directed otherwise.

Drafter: \_\_\_\_\_ Phone Ext: \_\_\_\_\_ Releasing Officer \_\_\_\_\_  
MESSAGE: (Ensure each recipient reads back message!!) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ENCLOSURE (1)

# FROST CALL DISSEMINATION CHART



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ENCLOSURE (2)